

Blank Job Description Form

Position Details

Job Title	{{Job Title}}
Department	{{Department}}
Reports To	{{Reports To}}
Location	{{City, State / Remote}}
Employment Type	{{Full-time / Part-time / Contract}}
Salary Range	{{Salary Range}}
Date	{{Date}}

Fill the header first. A pay range is now required in many states and improves applicant quality, so do not leave it blank.

Role Summary

{{One or two sentences: what this role does, who it reports to, and why it exists.}}

Keep it short and specific. Skip generic openers like “We are looking for a rockstar...”.

Key Responsibilities

- {{Responsibility 1 — start with a verb}}
- {{Responsibility 2}}
- {{Responsibility 3}}
- {{Responsibility 4}}
- {{Responsibility 5}}
- {{Responsibility 6}}

List six to ten duties, each starting with a verb. Keep them concrete and tied to the day-to-day work.

Requirements

- {{Years of experience in the field}}
- {{Required license, certification, or degree}}
- {{Tools or systems used daily}}
- {{A skill that is genuinely required}}

Only the must-haves. Move anything optional to the next section so you do not deter good applicants.

Nice-to-Have

- {{Optional skill or experience}}
- {{Optional credential}}

Schedule & Work Environment

- {{Hours / shift pattern}}
- {{On-site / hybrid / remote · location}}
- {{Travel, overtime, or physical requirements}}

How to Apply

{{How and where to apply — an email address or link, and any documents to include.}}

Equal Opportunity Statement

{{Company Name}} is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.